

# International Child Protection Certificate (ICPC)

## Application form

Version 3.0

**ACRO**  
Criminal Records Office



The International Child Protection Certificate is used to ensure the safeguarding of children in schools/other organisations outside the UK. It provides information to those organisations who currently do not have a route to determine a person's suitability to be in contact with children. It should not be considered an alternative to an Enhanced Disclosure from the Disclosure and Barring Service (or check from another disclosure service). Where an organisation has access to such a disclosure scheme there is no requirement to obtain an International Child Protection Certificate. Please check that an International Child Protection Certificate will be accepted as the validity of this document is at the discretion of the organisation.

This certificate will disclose details of any convictions, impending prosecutions, cautions, reprimands, absolute/conditional discharges, warnings, and current investigations you may have in accordance with the ACRO step-down model (see terms and conditions) as well as results of intelligence checks. Any intelligence disclosed is deemed relevant for disclosure by the Chief Constable of the associated police force. By submitting this application you are agreeing to checks on UK police databases and for relevant disclosure.

Note: only use the latest version of the application form which can be accessed via the ACRO website at [www.acro.police.uk](http://www.acro.police.uk). Your application may be delayed if you use an older version of the form.

### Payment

Standard service - £75.00 - 10 working days to process (Saturday, Sunday and UK bank holidays are not working days)

**The day the application is received and the day the certificate is sent out is not included in the 10 processing days. Please also allow reasonable time for delivery of certificate.**

The payment covers the processing of the certificate and standard return postage, either first class Royal Mail or standard airmail for international post. Please allow extra time if the application is made near, or during public holidays.

Please be advised that your application may be subject to significant delays if searches of other police/law enforcement databases are required, or if you are subject to an impending prosecution. Failure to disclose previous arrests, cautions etc. could also lead to significant delays. If this is the case we are unable to provide timescales for the release of your certificate.

We advise that you DO NOT arrange travel or accommodation until you have received your certificate. ACRO cannot be held liable for any costs associated with any failure to meet such plans or losses incurred should there be a delay with your certificate.

### Additional services available:

Royal Mail UK next day delivery	-	£9.00
Secure international delivery	-	£9.00
International Courier Delivery	-	£48.00

## Supporting documents

The following documents are required to process your application. Do not send original documents as these will not be returned.

1. **Fully completed application form.** Ensure all sections are completed in BLOCK CAPITALS and in black ink. Fields that are not applicable should be marked N/A. Original signatures are required throughout.
2. **Proof of your current address.** You must provide **ONE** proof of your current address from the 'Proof of current address' list at the end of the application form. Your current address is where you live now and can be outside of the UK. Any proof of address that is not in English must be translated into English. The UK driving licence paper counterpart is not an acceptable proof of address, even if it shows your current address.
3. **Copy of your offer of employment / registration with / contract from the stated organisation.** The organisation name will appear on your certificate, therefore the documentation from the organisation should be identical to that stated on the application. Your application will be delayed if there are any discrepancies.
4. **Colour copies of your passport(s) / travel document / other official photographic identity document.** You must provide colour copies of your passport(s) / travel document which clearly show your photograph, personal information, expiry date, nationality, machine readable zone, extension pages and signature (if applicable). Copies of other official photographic identity documents should show as many of these features as possible. We will not accept black and white copies.
5. **ONE recent colour passport style photo** (approximately 45mm x 35mm).  
**(PLEASE NOTE THIS PHOTO WILL APPEAR ON YOUR CERTIFICATE)**  
Guidance for acceptable photographs:  
**Your photo must:**
  - be a close-up of your full head and upper shoulders
  - contain no other objects or people
  - be in clear contrast to the background**In your photo, you must:**
  - be facing forward and looking straight at the camera
  - have your eyes open, visible and free from reflection or glare from glasses
  - not have hair in front of your eyes
  - not have a head covering (unless for religious or medical reasons)
  - not have anything covering your face
  - not have any red eye
  - not have any shadows on your face or behind you

You cannot wear sunglasses or tinted glasses. You can wear reading glasses but your eyes must show fully through clear lenses without glare or reflections.
6. **Any additional documents relevant to your application.** Examples include: Power of Attorney, authorisation documents, signed letter of authority, etc.
7. **SIGNED terms and conditions.**

## 8. Payment.

Acceptable payment methods are UK sterling cheque, UK postal order, international bankers draft or bank transfer. Payment must be made to 'PCC for Hampshire'. Do not send cash. If you require a receipt, please request one with your application.

### Additional information

Please send your application and supporting documents to the appropriate address stated below:

#### Address for Standard Delivery:

ACRO CEOP  
PO Box 668  
Fareham  
Hampshire  
PO14 9LW  
(UK)

#### Address for Courier Delivery:

ACRO c/o CitySprint  
Unit 2, Solent Estate  
Shamblehurst Lane  
Hedge End  
Southampton  
SO30 2FX  
(UK)

If sending your application to ACRO by a courier service, your chosen courier company must arrange for the application to be delivered to the CitySprint address above. ACRO cannot accept responsibility for lost items or the late or failed delivery of couriered items showing any other address.

Please apply the **correct postage** to your envelope otherwise your application form may not be delivered to ACRO. Your application may be delayed if you send your documents to the wrong address for the service you require.

If you are having difficulty completing this application, please contact ACRO Customer Services on +44(0) 2380 479920 (telephone lines are open 7.30am to 7.30pm UK time Monday to Friday excluding bank holidays) or via email to [customer.services@acro.pnn.police.uk](mailto:customer.services@acro.pnn.police.uk)



2 Personal information	
2.1 *Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> Other: (specify)
2.2 *ALL forename(s)/given name(s): (please include all middle names)	
2.3 Surname/family name:	
2.4 *Have you ever used or been known by any other names?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered 'Yes' to the question above, please provide a list of all your previous names below, including <b>maiden/married</b> names, names prior to and after change by deed poll, and name at birth if different from the above. Your application will be delayed if you fail to fully answer this question. If you run out of space, please use the Additional Information page of this application form.</p> <p><b>Forenames in <u>T</u>itle <u>C</u>ase and surname in <u>U</u>PPER <u>C</u>ASE.</b></p>	
2.5 Previous/former name(s):	
2.6 *Date of birth: (dd/mm/yyyy)	
2.7 *Place of birth: Village/town: Country:	
2.8 *Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Intersex <input type="checkbox"/>
2.9 *UK National Insurance Number:	or not applicable <input type="checkbox"/>
2.10 UK Driving Licence Number: (leave blank if not applicable)	
2.11 * Total duration of time spent residing in the UK in years and months: (Please tick 'Life' if you have NEVER resided outside of the UK).	<p style="text-align: center;">Years and months</p> <p>or Life <input type="checkbox"/></p>

### 3 Passport / travel document details

#### 3.1 \*Do you have a passport or travel document?

Passport <input type="checkbox"/>	Travel document <input type="checkbox"/>	I do not possess a passport/travel document (see 3.16 below) <input type="checkbox"/>
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If you have ticked 'Passport' or 'Travel document' in the question above, please complete the section below. You must enter your details exactly as shown on your passport(s)/travel document. If you have more than two passports, please provide the details in the Additional Information section of this application. If you do not have a current passport or travel document, please complete question 3.16 below. **Please note that these details will appear on your certificate**

#### Passport/travel document 1:

3.2 \*Passport/travel document number:

3.3 Surname/family name:

3.4 \*Forename(s)/given name(s):

3.5 \*Date of birth:

3.6 Nationality:

3.7 Place of birth:

3.8 Expiry date: (dd/mm/yyyy)

#### Passport/travel document 2 (if applicable):

3.9 Passport/travel document number:

3.10 Surname/family name:

3.11 Forename(s)/given name(s):

3.12 Date of birth:

3.13 Nationality:

3.14 Place of birth:

3.15 Expiry date: (dd/mm/yyyy)

#### 3.16 Do you have any other official photographic identity document?

e.g. Home Office Application Registration Card (ARC) or national identity card.

Yes  No

If you have answered yes, please provide a copy with your application. If you have answered 'No' to the question above, please answer question 3.17 below.

#### 3.17 If you do not have a current passport, travel document or any other official photographic identity document, please give the reason below.

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## 4 Applicant's contact details

<b>4.1 *Daytime telephone number:</b> Please make sure that you include local/area and international dialling codes.	
<b>4.2 *Evening telephone number:</b> Please make sure that you include local/area and international dialling codes.	
<b>4.3 *Email address: (UPPER CASE)</b>	
<b>4.4 *Confirm email: (UPPER CASE)</b>	

## 5 Address history

<b>5.1 *Current address:</b> This is the physical address you live at and should be shown on your proof of address. If you cannot provide proofs of address please contact ACRO Customer Services on +44(0) 2380 479920 or by email to <a href="mailto:customer.services@acro.pnn.police.uk">customer.services@acro.pnn.police.uk</a> (Mon-Fri 7.30am-7.30pm UK time). <b>Please note that this address will appear on your certificate.</b>		
<b>Current address:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> <u>Present</u>
<b>Postcode:</b>		
<b>5.2 Previous addresses:</b> If you have lived at your current address for less than 10 years, please give all your previous address(es) for this period below, including any temporary accommodation. If you have lived outside the UK for more than 10 years, please also provide your last UK address. If you run out of space, please use the Additional Information page of this application form.		
<b>Previous address 1:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> (mm/yyyy)
<b>Postcode:</b>		

<b>Previous address 2:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> (mm/yyyy)
<b>Postcode:</b>		
<b>Previous address 3:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> (mm/yyyy)
<b>Postcode:</b>		
<b>Previous address 4:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> (mm/yyyy)
<b>Postcode:</b>		
<b>Previous address 5:</b>	<b>Date from:</b> (mm/yyyy)	<b>Date to:</b> (mm/yyyy)
<b>Postcode:</b>		



## 6 Personal history

6.1 *Have you ever lived in Scotland?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.2 *Have you ever lived in Northern Ireland?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.3 *Are you a serving, ex-serving, dependant or ex-dependant, partner or ex-partner of a serving or ex-serving member of the UK armed forces. Are you a civilian that has been subject to UK armed forces acts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.4 *Are you the subject of any impending prosecutions or are you under investigation for a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered 'Yes' to question 6.4 please provide details below. If you run out of space, please use the Additional Information section of this application. Please note that any information regarding impending prosecutions or criminal investigations held on police databases may show on your certificate.</p>	
6.5 Alleged offence(s) 1:	
6.6 Date of court hearing: (dd/mm/yyyy)	
6.7 Court:	
6.8 Additional information:	
6.9 Alleged offence(s) 2:	
6.10 Date of court hearing: (dd/mm/yyyy)	
6.11 Court:	
6.12 Additional information:	

<b>6.13 * In England, Wales, Northern Ireland, Scotland, Channel Islands, Isle of Man or when serving in the UK armed forces, have you ever:</b> <ul style="list-style-type: none"> <li>• been interviewed by police under caution;</li> <li>• received a postal requisition or summons;</li> <li>• been arrested, cautioned, warned or reprimanded;</li> <li>• received a penalty notice; or</li> <li>• been convicted of a criminal offence?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**You must declare ALL convictions including those you believe to be spent under the Rehabilitation of Offenders Act 1974.**

If you have answered 'Yes' to any of the above questions, please provide details below. If you run out of space, please use the Additional Information section of this application.

<b>6.14 Offence(s) 1:</b>

<b>6.15 Date of result/sentence/outcome: (dd/mm/yyyy)</b>	
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<b>6.16 Court:</b>	
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<b>6.17 Result/sentence/outcome (e.g. caution/imprisonment/fine):</b>

<b>6.18 Offence(s) 2:</b>

<b>6.19 Date of result/sentence/outcome: (dd/mm/yyyy)</b>	
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<b>6.20 Court:</b>	
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<b>6.21 Result/sentence/outcome (e.g. caution/imprisonment/fine):</b>

## 7 Third party nomination

ACRO will not discuss your application or disclose your details with anyone else. However, if you would like to nominate a third party to discuss this application on your behalf you must provide that person's contact details below. Providing contact details for a third party will be considered as consent. If you are a Power of Attorney for the applicant, please enclose a copy of the Power of Attorney documents with this application.

7.1 Name of nominated third party:

7.2 Relationship to you:

7.3 Daytime telephone number:

7.4 Evening telephone number:

7.5 Email address: (UPPER CASE)

7.6 Confirm email: (UPPER CASE)

## 8 Endorser details

Your application must be endorsed by a suitable individual that meets the following criteria:

- Must have known you for a minimum of two years
- Must not be a partner or family member (no matter how distantly related)
- Must be aged 18 years or over
- Must be in one of the occupations or a similar occupation to those listed at the end of the application
- Must NOT be from the organisation stated in this application

This individual can be of any nationality and can reside anywhere in the world.

**Please note:** Your application will be delayed if you fail to provide this information.

**Your endorser may be contacted to verify the authenticity of your application. As part of this validation we may need to send the photograph you submit to confirm that it is a true likeness of you.**

8.1 \*Title: Mr  Mrs  Miss  Ms  Other  : (specify)

8.2 Surname/family name:

8.3 \*Forename(s)/ given name(s):

8.4 \*Occupation:

8.5 \*Relationship to applicant:

8.6 \*Email address: (UPPER CASE)

8.7 \*Confirm email: UPPER CASE)

8.8 Daytime telephone number:

8.9 Evening telephone number:

**9.1 Additional information:** please use this page if you run out of space in any section of the application or if you wish to provide any additional information in support of your application.

## 10 Delivery options

**Postal options** – the standard postal option includes first class UK mail or standard airmail. **Trackable** delivery options are UK Next Day Delivery, International Tracked or International Signed For (£9.00).

International courier is not available to the UK or PO boxes (except for countries in Africa, the Middle East and the Cayman Islands) (£48.00).

**10.1 \*Is your ICPC being sent to your current address?**

Yes  No

If you have answered 'No' to the above question, please provide an alternative delivery address below. This cannot be the organisation you are applying to work for.

**10.2 Alternative delivery address:**

**10.3 Postcode:**

**10.4 \*Postal option:**

Free	<input type="checkbox"/>	£
Trackable (£9.00)	<input type="checkbox"/>	
Courier (£48.00)	<input type="checkbox"/>	

**10.5 \*Service required:**

ICPC (£75.00)	<input type="checkbox"/>	£
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**Sub total:** £

Please only complete this question if you are completing your application by post.

**10.6 \*Payment method:**

Payments should be made to '**PCC for Hampshire**'.

UK cheque	<input type="checkbox"/>
UK postal order	<input type="checkbox"/>
Bankers draft	<input type="checkbox"/>
Bank transfer reference number:	<input type="checkbox"/>

# Terms and conditions of service

The following terms and conditions relate to the International Child Protection Certificate (ICPC) service provided by ACRO Criminal Records Office (ACRO) in conjunction with NCA-CEOP Command. Please read these terms and conditions carefully. If you do not accept these terms and conditions, we will not be able to process your application.

## General:

1. You will only be provided with your certificate if you have provided the following:
  - a completed application form
  - ONE proof of your current address from the list at the end of the application
  - colour copies of your passport(s) / travel document(s)
  - a colour passport style photo
  - payment
  - Power of Attorney / legal documents (if applicable)
  - your application must be endorsed
  - a copy of your offer of employment / registration with / contract from the stated organisation
2. The provisions of the Data Protection Act mean that in certain circumstances we will not provide some personal data. You will not be provided with personal data if:
  - releasing it to you would be likely to prejudice a criminal investigation
  - it identifies other individuals
  - It is not relevant for your ICPC
3. Certificates are prepared in accordance with the ACRO step-down model (this model is also applied to Northern Irish, military and overseas convictions - these are not applied to Scottish convictions). Please note that your certificate will contain any impending prosecutions and offences that are under investigation.
4. Your ICPC may contain intelligence information deemed relevant for disclosure by the Chief Constable of the associated police force.
5. ACRO will not accept responsibility for ICPCs that are rejected by the relevant organisation. It is your responsibility to check if an ICPC is acceptable to the organisation you are providing this to.
6. If you receive an ICPC that includes results of convictions and/or intelligence information, it is your choice whether you proceed with your application to the organisation.

## Your application

1. You must complete your application in English. If you fail to complete your application in English, you will not receive your ICPC and you will not be refunded.
2. We reserve the right to request original identity documentation. Where we request original documents they will be returned to you by registered post.
3. We reserve the right to request additional information or clarification. Your application will not be processed without the requested information. The working days applied to the service will be suspended until this additional information has been received.
4. If we request additional documentation, information or clarification, and you do not reply by the date specified, we will cancel your application.
5. We aim to dispatch your ICPC within the agreed service time (10 working days, not including day of receipt or dispatch).
6. ACRO cannot be held responsible for items lost or delayed in the post by the postal service or third party delivery companies.
7. ACRO adheres to the [Royal Mail lost in post policy](#) and will not send any replacements free of charge until your item is considered lost under this policy.
8. The information you provide in this application form must be accurate and it must relate to you.
9. You must declare all the names you have ever been known by.

10. ACRO will make any enquiries deemed necessary to process your application or to verify the information you have provided.
11. Your application may be subject to significant delays if searches of other police/law enforcement databases are required, or if you are subject to an impending prosecution. **Failure to disclose previous arrests, cautions etc. could also lead to significant delays.** If this is the case we are unable to provide timescales for the release of the certificate and we therefore advise that you **DO NOT** arrange travel, employment or accommodation plans until you have received your certificate. ACRO cannot be held liable for any costs associated with any failure to meet such plans or losses incurred should there be a delay with your certificate.

Your application may also be delayed if:

- You fail to complete the application form correctly.
- You do not apply the correct postage (for postal applications only).
- You do not provide the required supporting documents.
- You do not provide the correct payment.
- You are subject to any impending prosecution/outstanding investigation.
- Searches are required of historical police databases.
- Searches are required of other law enforcement databases.
- There is an unforeseen event or occurrence such as postal service restrictions, adverse weather conditions or computer system failure.

## Privacy

1. We will only contact you in relation to your ICPC if necessary, by phone, email or letter.
2. Due to the Data Protection Act 2018, ACRO will not provide you with information contained on police systems over the telephone or by email.
3. The information you provide in your application will be used for processing your request and for any other policing purpose.
4. The information supplied within your application and the information on the Police National Computer (PNC) record to which your application relates may be passed to other police agencies and government organisations in the interests of law enforcement.
5. If you impersonate or attempt to impersonate another person you may be guilty of an offence.
6. If you are an agent or principal-in-fact (i.e. you hold Power of Attorney) and are making an application on someone else's behalf, you must provide the Power of Attorney documents as evidence.
7. We may send the photograph you have provided in the application to your endorser to confirm that it is a true likeness of you. Please be aware that while the email will be sent from ACRO's secure network, unless the endorser has a secure email address, the delivery to their personal inbox is an insecure connection via the public internet. ACRO cannot accept responsibility for any loss or inappropriate access to the email once it has left the ACRO secure network. It is your responsibility to ensure that the email address provided is accurate.
8. We will not discuss or provide details about your application with another party without your prior consent unless stated in your application and with the exception of point 5 & 6 above.
9. We will securely store your personal information on our systems for 10 years.
10. We will save web cookies on your computer or device to store your data whilst you complete your online application. The cookies will be deleted automatically when you submit your application or when your session times out.

## Payment

1. Payment is due in full at the time of making your application.
2. First class postage of your certificate to a UK address or standard airmail to an overseas address is included in the fee.
3. ACRO will not be held responsible for any additional charges by your bank or card issuer.
4. ACRO will not accept prepaid return envelopes or postal coupons, these will not be returned.

## Cancellations and refunds:

1. If you cancel your application, or we cannot process your application because you have failed to respond to requests for information, we will deduct an administration fee from any refund.
2. If you overpay by £10.00 or less we will not be able to refund you and will donate any remaining money to charity.
3. If you overpay by more than £10.00, we will contact you to arrange a refund or to obtain your agreement to donate the overpaid amount to charity. All refunds will be paid in UK pounds sterling.

## Raising a concern/dispute:

1. Concerns regarding our services should be made to our Customer Services department via email to: [customer.resolutions@acro.pnn.police.uk](mailto:customer.resolutions@acro.pnn.police.uk) or by letter to: ACRO, PO Box 481, Fareham, Hampshire, PO14 9FS, (UK). We will endeavour to acknowledge your concern within five working days of receipt and we will endeavour to resolve your concern within 28 days.
2. Disputes regarding the information provided to you should be made by phone, email or letter using the contact details above.
3. ACRO will not be held responsible for errors in records held on national police systems. If you do not agree with the information on your certificate, ACRO will verify that the disclosure is an accurate reflection of (a) the information you have submitted in your application, and (b) the information held on national police systems. If you would like to dispute the information held about you on national police systems, ACRO will refer you to the relevant data owner (usually the police force or agency that created the record).

**Please indicate that you have read and agree to the terms and conditions of service.**

<b>*Applicant name:</b> (print in UPPER CASE)		
<b>*Applicant signature:</b>	<b>*Date:</b>	/ /



**Applicant checklist (not applicable to online applications)**

**This page does not need to be returned with your completed application and can be retained for your records.**

Application form (fully completed).

Signed **terms and conditions of service**.

**One** proof of your current address **showing both your name and address**.  
**A list of suitable proofs of address is at the end of the application form.**

**One** recent colour passport style photograph.

Colour copies of passport(s) / travel document / other official photographic identity document. Colour copies of passport(s) / travel documents must clearly show your photograph, personal information, expiry date, nationality, machine readable zone, extension pages and signature (if applicable). Copies of other official photographic identity documents should show as many of these features as possible. Black and white copies will not be accepted.

Copy of your offer of employment / registration with / contract from the stated organisation in section 1.

Correct payment including optional postage costs if applicable (dated, signed & payable to 'PCC for Hampshire').

Documents are not stapled or pinned together.

Please **do not** return guidance notes with your application form.

Please send your application to:

**ACRO CEOP  
PO Box 668  
Fareham  
Hampshire  
PO14 9LW  
(UK)**

**Please ensure that you apply the correct postage to your envelope otherwise your application form may not be delivered to ACRO.**

## Application endorsement

In order to satisfy ACRO requirements, your application must be endorsed by an individual employed as one of the following or similar professions:

Accountant	Optician
Airline Pilot	Personal Licence Holders (alcohol)
Ambulance Service Official / Paramedic	Personnel Officer
Architect	Pharmacist
Bank / Building Society Official	Police Officer/Police Civilian Staff
Barrister	Post Office official
Care Worker (Registered)	Prison Officer
Company Chairman	Probation Officer
Chemist	Salvation Army Officer
Chiropodist	Social Worker
Civil Servant (Permanent)	Solicitor
Commissioner of Oaths	Surveyor
Councillor (Local or County)	Teacher
Dentist	Trade Union officer
Director	Tutor
Doctor	Valuer or Auctioneer
Engineer	Veterinarian
Executive	Veterinary Nurse
Financial Adviser	
Fire Service Official	
Funeral Director	
Insurance Broker	
IT specialist	
Judge	
Justice of the Peace	
Lawyer	
Lecturer	
Legal Secretary	
Magistrate	
Manager	
Medical Consultant/Specialist	
Member of a Chartered Institute	
Member of Parliament	
Merchant Navy Officer	
Minister of a Recognised Religion	
Museum Curator	
Notary Public	
Nurse (SRN or other qualification)	
Officer of the Armed Services (Active or Retired)	

# Proof of current address

## Proof of current address

You must provide **one** acceptable proof of your **current** address from **either** of the following lists:

### One valid document that shows your name and current address.

Full driving licence/provisional driving licence

ID card from your country of residence

Medical/health Card

Immigration document

### OR

### One document dated within the last 12 months that shows your name and current address.

Utility bill (this does **not** include a mobile phone bill)

Bank or building society statement

Credit card statement

Pension letter or statement

Letter from a central, regional or local government department

Letter from an employer on headed paper

Letter from a school, college, or university on headed paper

TV licence

Letter from a bank

Letter from a medical service

Mortgage statement

Council tax bill or polling card

House, motor, travel or health insurance certificate or document

Letter from a solicitor

Formal tenancy agreement or letter from letting agent

### Please note:

The UK driving licence paper counterpart is **not** an acceptable proof of address, even if it shows your current address.

We will **not** accept any junk mail or envelopes.